

REQUISITION FOR EMPLOYEE

STATE OF MAINE

BUREAU OF HUMAN RESOURCES

ACTION REQUEST

A Request to Fill Vacancy
B Request for Certification

POSITION INFORMATION

<u>COMPANY NUMBER</u>		<u>BUDGET POSITION NUMBER (10 DIGITS)</u>		<u>UNIT DIVISION</u>	
<u>DEPARTMENT/AGENCY</u>		<u>BUREAU/DIVISION</u>		<u>STATION NUMBER</u>	
<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>RANGE</u>	<u>OPTION</u>	<u>WORK LOCATION</u>	
<u>POSITION TYPE</u>					
FULL TIME		PART TIME	INTERMITTENT	PROJECT	SEASONAL
ACTING CAPACITY					
<u>FUND CODE</u>		<u>CONTACT PERSON</u>		<u>PHONE NUMBER</u>	
<u>DATE VACATED (IF APPLICABLE)</u>		<u>NAME OF LAST INCUMBENT</u>			

CERTIFICATION / RECRUITMENT INSTRUCTIONS

<u>TYPE REQUESTED:</u> Standard Agency Promotional Statewide Promotional Agency/Statewide Open Competitive* Transfers Only Demotions Only Trainee Only Reemployment* Acting Capacity Direct Hire	<u>ADDITIONAL INSTRUCTIONS:</u> Selective* Include Transfers Include Demotions Extended Female Specific Transfer(s): Specific Demotion(s): <i>*Justification Required</i>	<u>OPEN FOR RECRUITMENT*:</u> AP SWP OCP <u>ADVERTISING:</u> None Single Line Ad Posting Only Block Internet Special
<u>SPECIAL CONSIDERATIONS/INSTRUCTIONS/REASON FOR OPENING REGISTER:</u>		
<i>In requesting to fill this position, I have reviewed the Statewide Layoff List for Unclassified and Non-Competitive Appointments.</i>		
<u>SIGNATURE OF APPOINTING AUTHORITY OR REPRESENTATIVE</u>	<u>TITLE</u>	<u>DATE</u>

BUREAU OF HUMAN RESOURCES

A <input type="checkbox"/> Authorized to Fill Vacancy B <input type="checkbox"/> Certification Number _____ Issued	<u>DATE:</u>
SIGNATURER - DIRECTOR, BUREAU OF HUMAN RESOURCES OR REPRESENTATIVE	